

(State your name and address): <div style="display: flex; justify-content: space-between;"> APPEARING FOR <input type="checkbox"/> PLAINTIFF <input type="checkbox"/> DEFENDANT </div> <div style="display: flex; justify-content: space-between;"> TELEPHONE NO. : FAX NO. (Optional): </div> E-MAIL ADDRESS (Optional):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF (Names): DEFENDANT (Names):	
AUTHORIZATION TO APPEAR ON BEHALF OF PARTY (Small Claims)	CASE NUMBER:

1. I am authorized to appear on behalf of
☐ Plaintiff (name):
☐ Defendant (name):
 (An attorney may participate only as provided in Code Civ. Proc., § 116.530.)
2. My name is (specify):
3. My
 - a. ☐ title is (specify):
 - b. ☐ relationship to the party on whose behalf I am appearing is (specify):
4. I am appearing on behalf of (check one box):
 - a. ☐ **a corporation.** I am a regular employee or an appointed or elected officer or director of the corporation and do not solely represent the corporation in small claims court.
 - b. ☐ **a sole proprietorship.** I am qualified to testify about the identity and method used to prepare the business records that were made in the regular course of business at or near the time of the event. The claim can be proved or disputed by evidence of an account that makes up the business record and there is no other issue of fact in this case (See Evid. Code, § 1271.). I am a regular employee and do not solely represent the party in small claims court.
 - c. ☐ **a business that is not a corporation or sole proprietorship.** I am a regular employee or an appointed or elected officer or director or, in the case of a partnership, a partner of the business and do not solely represent the business in small claims court.
 - d. ☐ **a government agency or other public entity.** I am a regular employee or an appointed or elected officer or director and do not solely represent the government agency or public entity in small claims court.
 - e. ☐ **a plaintiff serving on out-of-state active duty in the United States armed forces.** The plaintiff was assigned to an out-of-state duty station after his or her claim arose and the assignment is for more than six months. I am not being compensated for appearing. I have appeared in small claims court on behalf of others no more than four times during the calendar year.
 - f. ☐ **a party incarcerated in a county jail, a Department of Corrections facility, or a Youth Authority facility.** I am not being compensated for appearing. I have appeared in small claims court on behalf of others no more than four times during the calendar year.
 - g. ☐ **a defendant nonresident owner (out of state or country) of real property.** I am not being compensated for appearing. I have appeared in small claims court on behalf of others no more than four times during the calendar year.
 - h. ☐ **an owner of rental property.** I am a property agent under contract with the owner to manage rental of the property. The claim relates to the rental property. The owner has retained me principally to manage the rental of that property and not to represent the owner in small claims court. I am not employed to solely represent the owner in small claims court.
 - i. ☐ **my spouse.** I have sued or been sued with my spouse on a joint claim. My spouse has given me consent to represent him or her in small claims court. I request the court to find that the interests of justice would be served by having me appear and participate on behalf of my spouse.

PLAINTIFF:	CASE NUMBER:
DEFENDANT:	

5. ☐ I am appearing on behalf of **another party** not listed under item 4. I request that the court, in its discretion, allow me to assist a party who cannot properly present his or her claim or defense without my assistance. (*State why party needs your assistance*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)